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Services

DISPOSITION OF PERSONAL PROPERTY

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This instruction implements Air Force Policy Directive (AFPD) 34-2, Air Force Community Service Programs, for the Air Force Mortuary Affairs Program, by providing guidance for the disposition of personal property of deceased persons under Air Force jurisdiction.

SUMMARY OF REVISIONS

This Interim Change 98-1 provides guidance for the Air Force Mortuary Affairs Program. Paragraph 8.4.1.1 is changed to instruct the Summary Court Officer to clean and make presentable, if possible, soiled, bloodstained, or torn clothing of members who die on active duty. A | indicates changes from pre-vision addition.

Section A—Program Overview

- 1. Program Objective.** The Air Force collects, safeguards, and promptly disposes of property belonging to military personnel and other eligible individuals which is located at a place under Air Force jurisdiction or elsewhere in quarters.
- 2. Entitled Personnel and Other Individuals.** Refer to **Attachment 2** for a listing of Air Force personnel and other individuals entitled to personal property protection covered by this instruction.
- 3. Authorized Property Recipients.** Refer to **Attachment 3** for a prioritized listing of people authorized to accept personal property from Air Force officials. **NOTE:** If a dispute arises over a determination of the authorized recipient, request legal help from the staff judge advocate (SJA) and place property in non-temporary storage pending resolution.
- 4. Responsibilities and Authorities.** Refer to **Attachment 4** for a comprehensive list of responsibilities.

- 4.1. The Air Force Director of Services (HQ USAF/ILV) establishes policy for the disposition of personal property.
- 4.2. The Headquarters Air Force Services Agency Mortuary Affairs Office (HQ AFSVA/SVOM) oversees the disposition of personal property, worldwide. Also, it formulates and implements procedures, based on policy, for the disposition of personal property.
- 4.3. The Major Command Director of Services (MAJCOM/SV) ensures that personnel dispose of personal property according to this Instruction.
- 4.4. The Installation Commander appoints on orders, a commissioned officer as the "Summary Court-Martial" (usually referred to as a Summary Court Officer [SCO]), and is responsible for seeing that personal property located on or near the installation for any person covered by this Instruction is collected, safeguarded, inventoried, and stored or forwarded.
- 4.5. The Mortuary Affairs Officer assists the installation commander in administering the personal property program, obtaining property disposition instructions, briefing the SCO on summary court duties, and providing the SCO a copy of Section B of this instruction.
- 4.6. The Defense Finance and Accounting Service, Special Actions, (DFAS-DE/FJSCA), settles deceased active-duty members' pay accounts.
- 4.7. The Transportation Management Officer (TMO) provides applicable weight limits and arranges for packing, storing, and shipping personal property.
- 4.8. SJA reviews the summary court file for legal sufficiency before closing a case and provides guidance for legal questions concerning recipients and property disposition.
- 4.9. Military Personnel Flight, Personal Affairs, provides copies of the DD Form 1300, Report of Casualty, as needed.

5. SCO Requirements. The installation commander must appoint an SCO when an active duty member dies or is reported missing, detained or captured for over 30 days, or a Department of Defense (DoD) civilian who works in a theater of operations during a war and dies or is reported missing, detained, or captured for over 30 days.

NOTE:

An SCO is not authorized for any other category of persons as they do not come under the jurisdiction of the Uniform Code of Military Justice (UCMJ).

6. SCO Actions. When an active duty military member dies, the SCO will dispose of personal property within 45 days. **EXCEPTION:** If a dispute arises over an Air Force determination of the authorized recipient, disposition may take longer.

Section B—Disposing of Property and Settling Accounts for Members Who Die on Active Duty

7. Getting Property Disposition Instructions. The SCO:

- 7.1. Obtains property disposition instructions and the names and addresses of authorized recipients from the mortuary affairs officer, and reviews the Training Video "You Are A Summary Court Officer - What Now?".

- 7.2. Sends a written introduction to authorized recipients within 3 duty days after appointment as an SCO to advise them of summary court actions and explain the need for additional information such as power of attorney.
- 7.3. Tells the recipient at least once a week about progress in resolving property matters.
- 7.4. Coordinates with the mortuary affairs officer on all correspondence to the recipient, other appropriate agencies, and interested parties.
- 7.5. Places an announcement of death in the base bulletin or newspaper for at least 1 week asking anyone with a claim for or against the estate to step forward.
- 7.6. Sends the local defense accounting officer completed copies of DD Form 139, Pay Adjustment and Authorization, with bills for the member's debts to the US Government, within 2 weeks of the date of death (refer to **Attachment 1** for a definition of such debts).
- 7.7. Completes and signs a DD Form 1351-2, Travel Voucher or Subvoucher, if the deceased member was on temporary duty (TDY) or permanent change-of-station (PCS) en route and submits it with the member's orders (refer to DFAS-DEM 177-373, Volume 1, Joint Uniform Pay System).

8. Inventorying Property. The SCO:

- 8.1. Inventories all property on AF Form 1122, Personal Property Inventory, and AF Form 1122A, Personal Property Inventory Continuation Sheet.
- 8.2. Promptly gathers the uniform and clothes needed for burial and gives to mortuary officer (MO).
- 8.3. Turns in remaining organizational clothing and equipment to the responsible supply officer, and credits the member's record.
- 8.4. Removes any embarrassing items and disposes of property with no intrinsic or sentimental value.
 - 8.4.1. Criteria for destruction of Personal Effects (PE). The SCO should use discretion and common sense in deciding which items should be forwarded and which should be destroyed.
 - 8.4.1.1. Items that are obnoxious or may be embarrassing to the recipient will be withdrawn and destroyed. Examples include, but are not limited to, items that are mutilated, burned, bloodstained, damaged beyond repair, obscene, or unsanitary. When possible, soiled, bloodstained, or torn clothing is made presentable using a government facility (see AFI 34-252, Laundry, Dry Cleaning, and Linen Exchange). Opened mail, papers, photographs, video tapes, books, magazines, and other such items will be screened for suitability. Exposed, but unprocessed, film will be processed at Government expense and screened for suitability.
 - 8.4.1.2. Items of no sentimental or salable value (for example, used toothpaste, soap, deodorant, lotions, shampoo, tobacco, magazines, candy, opened food items) or items that could damage the other PE (for example, liquid shoe dyes, corrosives, flammables, or oils) will be removed and destroyed.
 - 8.4.1.3. Items prohibited for shipment will be disposed of according to existing directives; however, privately owned firearms and ammunition may be shipped to the eligible recipient of PE provided they meet customs entry requirements.
 - 8.4.1.4. A Certificate of Destruction listing all items withdrawn and their disposition will be prepared by the SCO. The listing will become part of the official case file.

8.4.2. Methods of destruction. The SCO may destroy and dispose of appropriate items by incineration, shredding, or mangling. In determining which method to use, consideration must be given to the possibility of other persons recovering the items designated for destruction. Destruction must be absolute, obliterating all evidence of the prior owner's and other related person's identity, and rendering the item useless and without any value.

9. Disposing of Identification (ID) and Military Documents. The SCO:

- 9.1. Gives ID tags to the MO to place with the remains. **EXCEPTION:** If the remains have already been shipped, send the ID tags to the authorized recipient.
- 9.2. Destroys DD Form 2293 (formerly SF Form 46), US Government Motor Vehicle Operator's ID Card.
- 9.3. Forwards DD Form 2, Armed Forces ID Card, to the personnel records custodian for disposition (refer to AFI 36-3001 [formerly AFR 30-20], Issuing and Controlling ID Cards).
- 9.4. Safeguards military documents and submits any classified documents to the proper authorities for disposition.

10. Disposing of Mail and Personal Papers. The SCO:

- 10.1. Marks mail received for the member after death with the word, "Deceased", endorses it, takes it to the servicing post office for return to sender, and keeps a record of the items returned.
- 10.2. Forwards all personal papers promptly by registered mail to the authorized recipient and keeps a record of the forwarded items (refer to **Attachment 1** for a definition of personal papers).

11. Disposing of Funds and Negotiable Instruments. The SCO may:

- 11.1. If requested by the recipient, notify financial institutions of the death and arrange to have the accounts closed and the funds forwarded to the recipient.
- 11.2. Pay off a deceased member's local or government debts with available cash and collected money for debts owed to the member. Get a receipt for payment and record all cash transactions on AF Form 1122A.
- 11.3. Give unused available cash to the recipient, if that person lives in the local area. If that person lives out of the area and you need to mail the money, take it to the local DFAS office for conversion to a US Treasury check payable to the recipient.
- 11.4. Give uncashed or undelivered US Treasury checks or military pay orders, and any government funds to the DFAS office (refer to Attachment 1 for a definition of government funds).
- 11.5. Give foreign currency to the DFAS office for conversion to a US Treasury check. **NOTE:** If the currency exceeds the amount authorized in DoD 7000.14-R, Volume 5 (formerly AFR 177-108), DoD Financial Management Regulation, give an application to the installation commander to certify that Air Force personnel acquired the currency properly. Include souvenir currency with the deceased member's personal property (refer to **Attachment 1** for a definition of souvenir currency).

12. Shipping Other Items. The SCO:

12.1. May ship one vehicle owned by the member or member's legal dependent if it is in good operating condition (refer to definition in **Attachment 1** for a privately owned vehicle). **NOTE:** Vehicles shipped from a foreign country must meet US safety and pollution requirements.

12.2. May be able to ship a boat as a household good. (Contact the transportation officer for guidance.)

12.3. May not ship pets at government expense (refer to Title 37 U.S.C. and DoD 4515.13-R, Air Transportation Eligibility, Mar 94).

13. Packing and Storage Services. The SCO:

13.1. Contacts the transportation office for items that can't be shipped at government expense, and for packing and storage services.

13.2. Advises the recipients of their right to arrange for disposition themselves or the option of a power of attorney authorizing the SCO to sell the items. Provides them a list of shipping documents to be used.

13.3. Marks or tags all packages and items with the names and addresses of the sender and recipient.

13.4. Stores the property in the Continental United States (CONUS) until recipients provide disposition instructions.

13.5. Stores property from outside CONUS by shipping it to a CONUS port of entry for nontemporary storage pending the receipt of disposition instructions.

14. Disposing of Property in Transit or in Nontemporary Storage. The SCO:

14.1. Obtains the location, weight, and cube of the deceased member's property from the transportation office.

14.2. Diverts the property if it's in transit or moves the property not in storage to the location specified by the recipient. **NOTE:** Don't inventory this property.

14.3. Advises the recipient of the property shipping date, mode, and anticipated date of delivery.

14.4. Distributes copies of AF Forms 1122 and 1122A (refer to Attachment 6 for instructions).

15. Disposing of Property Without a Recipient.

15.1. If the SCO can't find a recipient for the property:

15.1.1. Ask the MO for help.

15.1.2. Collect from local debtors and pay local creditors.

15.1.3. Inventory the property on AF Forms 1122 and 1122A as needed.

15.1.4. Hold the property for at least 30 days following the death.

15.2. If no authorized recipient comes forward within 30 days, sell the property and use the funds collected from the sale to pay any remaining local debts. Record all cash transactions on AF Form 1122A.

15.3. Don't sell:

- 15.3.1. Articles of keepsake value such as medals or insignia (refer to 10 U.S.C. 9712[e]).
- 15.3.2. Stocks, bonds, or evidence of bank accounts.
- 15.3.3. Any other forms of purely commercial paper.
- 15.4. Give all unused cash and checks, with AF Form 1122A, to the local DFAS office for deposit (refer to DoD 7000.14-R).
- 15.5. Make sure the accounting officer shows receipt of the funds by signing and returning AF Form 1122A.
- 15.6. Give the completed inventory forms to the installation commander for review and signature, then place the signed original in the summary court file, and send a copy with the keepsake items and negotiable instruments to the executive part of the Department of the Air Force (SECAF) (refer to 10 U.S.C. 9712[f]).

16. Closing the Summary Court File.

- 16.1. The SCO:
 - 16.1.1. Places a chronological account of all summary court transactions with supporting documents in the file.
 - 16.1.2. Places the signed AF Forms 1122 and 1122A in the file. Documents unsuccessful efforts made to get the forms signed and includes this report in the file.
 - 16.1.3. Gives the completed file to the MO.
- 16.2. The MO forwards the file to the installation commander for approval and signature.
- 16.3. Property actions should be closed within 45 days of being appointed SCO. However, an extension up to 60 additional days may be granted by the installation commander. Extensions beyond 60 days may only be granted by the MAJCOM/SV.

Section C—Disposing of Property and Settling Accounts for Other Individuals

17. Missing, Detained, and Captured Persons.

- 17.1. The MO secures and holds the property for at least 30 days, or until a member's status is changed from missing to detained or captured.
 - 17.1.1. When the status is changed to detained or captured, the property is released to the authorized recipient.
 - 17.1.2. If the missing member returns, the property is released back to the member.
- 17.2. The Installation Commander appoints an SCO if, after 30 days, the member's missing status doesn't change, or when the member's status is changed to detained or captured, or deceased.
- 17.3. The SCO secures, inventories, and gives or ships the property to the authorized recipient who would receive it in the event of the person's death.

18. Duty Status Whereabouts Unknown (DUSTWUN). The MO secures and holds property for up to 10 days pending the return of the person to military control or a change in status to deceased, missing, or detained or captured.

19. Medically Evacuated, Hospitalized, or Mentally Incompetent Personnel.

19.1. The authorized recipient, if present, arranges with TMO to ship the property of disabled personnel. When the recipient can't be present, the installation commander appoints a military member or civilian to make shipping arrangements.

19.2. The appointed person gets disposition instructions, when possible, from the disabled person, and secures, inventories, and ships the property as instructed. **EXCEPTION:** If the disabled person is not of sound mind, get instructions from the authorized property recipient.

20. DoD Civilians. (This category includes appropriated and nonappropriated fund employees.)

20.1. For civilians in CONUS and US possessions, give the property to the next of kin (NOK), if present. If the NOK is not present and the property can't be shipped or claimed within a reasonable time, deliver it with all available information to a recipient designated by the judicial officer or by the local civil government with jurisdiction over estates of deceased persons.

20.2. For civilians outside CONUS (including Alaska and Hawaii):

20.2.1. If the authorized property recipient can't be present, the installation commander secures the property and asks the chief of civilian personnel to appoint someone to assist the recipient. An accurate inventory is to be made of all property to be disposed of or sent to the authorized recipient.

20.2.2. If the authorized recipient lives in CONUS, HQ AFSVA/SVOM obtains disposition instructions and provides the information by message to the MO at the installation involved, who in turn will provide it to the appointed assistant. NOTE: In some geographic locations the appointed assistant may need help from the American Embassy or other foreign service post in getting property from the civil domain. When no Air Force representative or NOK is present where the death occurred, the American Consulate officer should be asked to secure and hold the property pending receipt of disposition instructions from HQ AFSVA/SVOM.

20.3. After 45 days, unclaimed property or property that can't be shipped will be delivered by the MO or the appointed assistant to the person designated by the judicial officer or the local civil government with jurisdiction over the estates of deceased persons.

20.4. The local DFAS office, Civilian Payroll, or Travel Pay Office will pay accounts and settle travel vouchers.

20.5. The appointed assistant gives a completed travel voucher and orders to the DFAS office for individuals who die while on TDY or PCS en route.

21. Contract Personnel Whose Property is in Possession of the Air Force. (Refer to Attachment 1 for definition of contract personnel).

21.1. The contractor appoints a representative for an employee who resides and dies while living in CONUS.

21.2. For contract personnel who reside and die outside CONUS, the appointed representative or an American Consulate Officer:

21.2.1. Secures and inventories the property.

21.2.2. Delivers the property to the authorized recipient upon receiving proof of entitlement.

22. Foreign National Military Members Who Die While on Training in the United States.

22.1. The MO:

22.1.1. Secures the property.

22.1.2. Inventories it on AF Forms 1122 and 1122A.

22.1.3. Forwards it to the appropriate Military Assistance Advisory Group (MAAG).

22.2. The MAAG:

22.2.1. Turns the property over to the Air Force of the deceased member's country.

22.2.2. Forwards any DD Form 1173, Uniformed Services Identification and Privilege Card, or AF Form 354, Civilian Identification Card, found to the issuing agency shown on the card.

22.3. The Air Force of the deceased member's country advises the MAAG what to do with items that can't be shipped.

23. Foreign National Civilian Employees. The MO:

23.1. Forwards AF Form 354 found on a foreign national civilian employee to the agency shown on the card.

23.2. Delivers personal property to the authorized recipient.

23.3. Contacts the foreign embassy for assistance if the deceased person owned property in CONUS.

23.4. Delivers property that can't be delivered or isn't claimed within 45 days to the judicial officer of the local civil government which has jurisdiction over the deceased person's estate.

24. Indigent Persons Who Die on Air Force Installations. If no authorized recipient comes forward, the installation commander secures the property and notifies the state official responsible for people who die without a known NOK or a legal representative.

Section D—Who Pays for Moving Personal Property

25. US Personnel Use PCS Funds To Move Personal Property. EXCEPTIONS: Don't use these funds for foreign nationals, contract personnel, and indigent persons.

25.1. The foreign government pays to move property for entitled foreign nationals.

25.2. Contractors pay to move property for contract personnel.

25.3. Use Operations and Maintenance funds to pay for moving the property of indigents.

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Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS*****References***

DoD 4515.13-R, Air Transportation Eligibility, Mar 94
DoD 7000.14-R, Vol 5, DoD Financial Management Regulation, Dec 93
AFPD 34-2, Air Force Community Service Program
AFI 36-3001, Issuing and Controlling ID Cards
DFAS-DEM 177-373, Vol 1, Joint Uniform Pay System

Abbreviations and Acronyms

AFSVA—Air Force Services Agency
CONUS—continental United States
DFAS-DE/FJSCA—Defense Accounting and Finance Service, Special Actions
DoD—Department of Defense
DUSTWUN—Duty Status Whereabouts Unknown
ID—identification
ILV—Headquarters United States Air Force Director of Services
MAAG—Military Assistance Advisory Group
MAJCOM/SV—major command
NOK—next of kin
PCS—permanent change-of-station
SCO—Summary Court Officer
SV—Director of Services
SVOM—Mortuary Affairs Office
TDY—temporary duty
TMO—Transportation Management Office
UCMJ—Uniform Code of Military Justice
US—United States
USAF—United States Air Force
U.S.C.—United States Code

Terms

Available Cash—Money found on the deceased person or in that person's living quarters.

Captured (Person)—A casualty (person) seized as the result of action by an unfriendly military or paramilitary force in a foreign country.

Detained (Person)—A casualty (person) prevented from proceeding or restrained in custody for alleged violation of international law or other reason claimed by the government or group under which the person is being held.

Continental United States (CONUS)—United States territory, including the adjacent territorial waters, located within North America between Canada and Mexico.

Contract Personnel—Any employee of a private enterprise operating under contract with the Government.

Debts to the US Government—Debts to the noncommissioned or officers' club, base exchange, or base organizations such as billeting, laundry, and hospital.

Duty Status-Whereabouts Unknown (DUSTWUN)—A transitory casualty status, applicable only to military personnel, that is used when the responsible commander suspects the member may be a casualty whose absence is involuntary, but does not feel sufficient evidence currently exists to make a definite determination of missing or deceased. Authorities may assign this status for no longer than 10 days. On or before that time, the status is changed to: returned to military control, missing, or deceased.

Government Funds—Funds found on or with a deceased member that appear to belong to the Government, such as funds entrusted to the agent of a finance office.

Missing (Person)—The casualty (person) not present at his or her duty location due to apparent involuntary reasons and whose location is unknown; there are several subcategories of the term "missing". Also defined as a person reported as missing under the Missing Persons Act, as amended (50 U.S.C., Appendices 1001-1016). The SJA rules on questionable cases.

Negotiable Instrument—Items such as personal checks, traveler's checks, money orders, stocks, and bonds. **EXCEPTIONS:** Military payment orders or US Treasury or foreign depository checks.

Outside CONUS—All areas, to include Alaska and Hawaii, not physically in CONUS.

Personal Effects Having Intrinsic or Sentimental Value—Items such as jewelry, wallets, eyeglasses, medals, insignia, diaries, letters, Bibles, books, keepsakes, religious articles, cameras, writing instruments, money orders, and travelers checks.

Personal Papers—Items such as personal letters, purchase agreements, insurance policies, negotiable instruments, and mail received before death.

Personal Property—Items such as household goods and household effects, personal effects, mail and personal papers, privately owned vehicle, and movable property used or owned by the person. The term doesn't include interests in real property. **EXCEPTION:** Consider debts associated with real property part of personal property.

Privately Owned Vehicle—A privately owned conveyance primarily used to carry passengers (not to exceed a 9-passenger capacity) such as sedans, station wagons, vans, trucks, jeeps, motorcycles, camper conversions, and other similar types of vehicles (refer to Joint Federal Travel Regulation [JFTR], Volume I).

Souvenir Currency—Currency of a foreign country, other than the country to which the decedent was assigned, which belonged to the deceased person.

Attachment 2

PERSONNEL ENTITLED TO PERSONAL PROPERTY PROTECTION AND DISPOSITION

A2.1. Deceased active-duty personnel.

A2.2. Missing, captured, or detained active-duty personnel.

A2.3. Active-duty personnel designated DUSTWUN.

A2.4. Active-duty personnel who are medically evacuated, hospitalized, or psychologically disabled.

A2.5. DoD civilian employees.

A2.6. Contract personnel.

A2.7. Foreign National military members and civilians.

A2.8. Indigent persons who die on Air Force installations.

Attachment 3**AUTHORIZED PROPERTY RECIPIENTS (IN ORDER OF PRECEDENCE)**

A3.1. Surviving spouse or person designated by spouse.

A3.2. Children in order of age. If the recipient is a minor, forward the property as instructed by the minor's surviving parent, guardian, or adoptive parent.

A3.3. Parents in order of age. If the parents are divorced or legally separated and the divorce or legal separation occurred while the deceased was a minor, then the recipient is the custodial parent. **NOTE:** In a shared custody arrangement the custodial parent is the one who had physical custody a majority of the time.

A3.4. Siblings in order of age.

A3.5. The NOK of the deceased. Where there are several persons equal in relationship to the deceased, the oldest is the recipient.

A3.6. A beneficiary named in the will of the deceased. Where there are several primary beneficiaries, the oldest is the recipient. **NOTE:** The SCO doesn't normally consult the provisions of a will to determine where to send the deceased's personal property. If SCO can't find the authorized recipients in A3.1. - A3.5, then they may send the personal property to a beneficiary in a will.

Attachment 4**ADDITIONAL AUTHORITIES AND RESPONSIBILITIES****A4.1. HQ AFSVA/SVOM:**

- A4.1.1. Formulates procedures.
- A4.1.2. Provides guidance in resolving unusual property matters.
- A4.1.3. Resolves complex property matters.
- A4.1.4. Obtains disposition instructions from the authorized property recipient located in CONUS for members who die outside CONUS.

A4.2. The MAJCOM/SV:

- A4.2.1. Monitors personal property matters for the command and ensures that personnel comply with this Instruction.
- A4.2.2. May grant additional extensions for personal property actions that remain unresolved after the maximum 60-day extension granted by the installation commander.

A4.3. The Installation Commander:

- A4.3.1. Appoints, on orders, a commissioned officer as the "Summary Court-Martial," usually referred to as a SCO.
 - A4.3.1.1. Tries not to appoint a person who serves in a flying, deployment, or PCS status, or who serves in an exercise that would interfere with Summary Court duties.
 - A4.3.1.2. Appoints a Chaplain as the Summary Court-Martial when a Chaplain dies, to safeguard professional, religious, and confidential materials.
- A4.3.2. Grants extensions up to 60 days beyond the initial 45 days given for completing property actions.
- A4.3.3. Reviews and signs AF Forms 1122 and 1122A.
- A4.3.4. Reviews and signs the completed summary court file.

A4.4. The Mortuary Affairs Officer.

- A4.4.1. Determines entitlements for each reported death.
- A4.4.2. Advises the installation commander of an entitled deceased.
- A4.4.3. Helps the installation commander collect and safeguard the property pending the appointment of a summary court martial.
- A4.4.4. Identifies the authorized recipient for the deceased person's property and effects (refer to Attachment 3).
- A4.4.5. Gets property disposition instructions from the recipient and gives the information to the SCO.

A4.4.6. Briefs the SCO on duties.

A4.4.7. Monitors summary court actions from start to finish.

A4.4.8. Develops a comprehensive checklist for the SCO (refer to Attachment 5).

A4.4.9. Responds to inquiries or complaints from the authorized recipient.

A4.4.10. Reviews the summary court file and consults with the staff judge advocate before submitting the file to the installation commander.

A4.4.11. Attaches the finalized summary court file to the left side of the mortuary case file, or forwards the file to the MO handling the remains.

Attachment 5**COMPREHENSIVE CHECK LIST****MORTUARY OFFICER**

- _____ 1. Advise NOK of your responsibility.
- _____ 2. Tell the recipient who was appointed SCO.
- _____ 3. Advise NOK of the procedures for the extension of travel and transportation entitlements.

* *

SUMMARY COURT OFFICER

- _____ 1. Collect and secure property.
- _____ 2. When property is located in civil domain, work with the SJA and local civil authorities.
- _____ 3. Prepare AF Forms 1122 and 1122A.
- _____ 4. Ask the MO for the name and address of the person entitled to receive property.
- _____ 5. Give the TMO copies of the official notice of death, AF Form 1122/1122A, PCS fund citation, and DD Form 1299, Application for Shipment, to initiate pickup and movement of the property.
- _____ 6. Get shipping instructions for property from the authorized recipient or MO.
- _____ 7. Tell the TMO to divert property in transit when a person dies, or to move property if the person stored it before death.
- _____ 8. Advise the recipient of all actions you have taken to forward the personal property.

* *

TRANSPORTATION MANAGEMENT OFFICER

- _____ 1. Arrange packing and pickup of personal property as soon as possible after you receive DD Form 1299 and supporting documents.
- _____ 2. Store property, pending receipt of shipping instructions.
- _____ 3. Mark code word "Bluebark" on all shipping documents and containers.
- _____ 4. Mark shipping documents "Direct Delivery Prohibited".
- _____ 5. Book shipment with carriers for pickup/delivery to coincide with dates noted on DD Form 1299.
- _____ 6. Ship property to the authorized recipient or to the CONUS port for nontemporary storage as directed.
- _____ 7. Advise Air Force Water Port Logistics Offices on shipments moving to and from overseas.
- _____ 8. Advise destination TMO by telephone to expect shipment and send documentation via certified mail.

_____9. Make arrangements with the recipient for delivery and inspection of delivered property.

_____10. Advise NOK of procedures for extension of travel and transportation entitlements.

** Additional items may be added as needed.

Attachment 6

COMPLETING AND DISTRIBUTING AF FORMS 1122 AND 1122A, PERSONAL PROPERTY INVENTORY AND CONTINUATION FORMS

A6.1. SCOs list all personal property and effects on AF Forms 1122 and 1122A as needed.

A6.2. SCOs list all cash and sales transactions on AF Form 1122A.

A6.3. SCOs prepare enough forms to cover all situations.

A6.3.1. When recipients live in the local area have them sign the original for the summary court file and give them a copy.

A6.3.2. When the recipient doesn't live locally and the property has to be shipped:

A6.3.2.1. Place one copy of the form in with the shipment and give one copy to TMO.

A6.3.2.2. Send the original and a copy to the recipient. Have the recipient sign the original, return it for the summary court file, and keep the copy.

Attachment 7**WARTIME PERSONAL EFFECTS OFFICE PROCEDURES**

A7.1. Establishing an Effects Office. The Air Force establishes an effects office when combat conditions don't allow for shipment of effects from the theater of operations to the authorized recipient. Consign the personal effects to the Joint Personal Property Shipping Office (JPPSO-SAT), ATTN: HQ AFSVA/SVOM.

A7.1.1. HQ AFSVA/SVOM, 9504 IH 35 North, Suite 300, San Antonio TX 78233-6635, is responsible for receiving and processing bulk or individual personal effects shipments of deceased, missing, captured or detained persons, and will arrange for delivery to the recipient.

A7.1.2. HQ AFSVA/SVOM arranges for the appointment of an appropriate number of SCOs, identifies the authorized recipients for effects that arrive at the command effects office, and supervises disposition of effects and communications with the recipients. **NOTE:** The effects may be sent directly to the recipient if the recipient lives in the same country. When sending effects directly to recipients, keep a detailed report of actions taken, to include date, name and address of recipient, and the two copies of AF Forms 1122 and 1122A for HQ AFSVA/SVOM.

A7.1.3. The Air Force Element Commander within the theater may establish a command effects office to receive, store, and dispose of personal effects and property, and may appoint an SCO to support the command effects office.

A7.1.4. The command effects office SCO may work all disposition and payment actions when an installation-appointed SCO can not.

A7.2. In Forward Areas:

A7.2.1. Commanders must recover effects of members of their commands who are reported dead, missing, detained, or captured and forward these effects to the nearest MO or the command effects office for disposition. **NOTE:** Effects found on or with the remains must stay with the remains.

A7.2.2. When wartime conditions don't allow for remains removal and collection of effects, commanders will authorize burial of remains without removing or inventorying effects.

A7.2.3. When remains are moved to a collection point or cemetery, all personnel involved are responsible for safeguarding the personal effects.

A7.2.4. At collection points, effects are removed from the remains only temporarily for "believed to be" identification purposes. At the cemetery, Graves Registration personnel inventory and dispose of effects received with the remains.

A7.3. In Rear Areas:

A7.3.1. Commanders must recover effects of members of their commands who are reported dead, missing, detained, or captured and turn the effects over to the appropriate MO.

A7.3.2. The MO forwards the effects to the recipient. **EXCEPTION:** The MO will send the effects to the command effects office if they can't send them direct to the recipient.

A7.3.3. Medical personnel release effects for members who die in medical treatment facilities to the nearest MO, for disposition as in A7.3.2.

A7.4. Disposing of the Effects and Funds of Deceased Persons:

A7.4.1. The commander ensures, prior to disposition, the effects are inventoried and sorted into the following groups:

A7.4.1.1. Items of sentimental or intrinsic value (refer to Attachment 1 for definition of these items). Stained or contaminated items will not be withheld if they can be restored by the command effects office or HQ AFSVA/SVOM. Wrap these items separately to avoid staining or contaminating other items. Remove flints and fluid from lighters and ink from fountain pens.

A7.4.1.2. Items of no intrinsic or sentimental value (refer to Attachment 1 for definition of these items).

A7.4.1.3. Explosives and highly combustible items are withdrawn and disposed of by appropriate means.

A7.4.2. Forward all items to the command effects office. When effects will be disposed of by HQ AFSVA/SVOM, prepare three copies of AF Form 1122. Place the original in the personal effects container, keep a copy for the originating unit, and forward one copy direct to HQ AFSVA/SVOM. Do not send a copy to the next of kin.

A7.4.3. Forward uncashed US Treasury checks or military payment orders to DFAS office for disposition.

A7.4.4. If less than \$5 is found, forward the cash with the effects.

A7.4.5. If more than \$5 is found (this includes military payment certificates, foreign currency not in excess of one month's pay and basic allowances, and funds collected from debtors or authorized sales of effects), forward it to the nearest DFAS office.

A7.4.6. DFAS will issue a check for the amount turned in, payable to the Air Force Mortuary Affairs Office, and send the check to the effects officer or the SCO. For funds of more than one person, DFAS will issue a check, along with a transmittal sheet listing name, service number, and dollar amount for each person. Forward the check and transmittal sheet to the command effects office.

A7.4.7. The command effects officer or the SCO sends checks that represent an individuals' effects to HQ AFSVA/SVOM, and transfers the information from transmittal sheets onto individual copies of AF Form 1122A for each person designated by DFAS.

A7.4.7.1. Forwards check for more than one person, transmittal sheets, and the forms to HQ AFSVA/SVOM for disposition.

A7.4.7.2. Places mutilated currency refused by DFAS in an envelope and sends it with the person's effects, records the disposition action on AF Form 1122A, and forwards the form with the currency.

A7.5. Shipping Effects:

A7.5.1. SCOs ship effects at government expense by any available means.

A7.5.1.1. Clearly mark each container with the member's name, rank, and organization when forwarding effects to the command effects office and number each container (if more than 1): Box No__of__boxes.

A7.5.1.2. Clearly mark each box with the sender's and receiver's names and addresses when sending effects directly to authorized recipients.

A7.5.1.3. Put small packages into one large box and mark the number of packages on the outermost container.

A7.5.1.4. Secure effects in a separate, locked compartment under control of a security officer while en route to the US.

A7.5.2. The receiving officer opens damaged containers.

A7.5.2.1. Checks the contents against the enclosed inventory list, and investigates any damaged or missing items.

A7.5.2.2. Includes in the effects container information about the damaged or missing items, and forwards results of the investigation to HQ AFSVA/SVOM.

A7.6. Effects Disposition for Allied Dead:

A7.6.1. Commanders secure and handle personal effects of allied dead the same as effects of US military dead. **EXCEPTION:** Don't pay or collect debts.

A7.6.1.1. Include any money with the other effects and forward with one copy of each effects inventory clearly marked "ALLIED DEAD."

A7.6.1.2. Send effects to the command headquarters responsible for arranging effects disposition with the country concerned.

A7.6.2. The command headquarters forwards the effects inventories to the liaison officer.

A7.6.2.1. Keeps a receipt, which becomes a permanent part of the records of the unit responsible for the burial.

A7.6.2.2. Lists the effects on a memorandum advising the graves registration officer and higher headquarters of the burial when delivering the remains to a civilian cemetery.

A7.7. Unclaimed, Miscellaneous or Wrongfully Assigned Effects.

A7.7.1. The SCO holds unclaimed effects in the command for 120 days, then forwards the effects to HQ AFSVA/SVOM if effects remain unclaimed and efforts to locate the missing person are unsuccessful.

A7.7.2. Miscellaneous effects are sent by the SCO to the command effects office only. The effects will be inventoried and the place of recovery noted on AF Form 1122. The container will be clearly marked "MISC EFFECTS".

A7.8. Lost Property. The SCO forwards to the command effects office any property left at a military installation, or on a plane or other common carrier, and disposes of property that belongs to a deceased US military person as instructed in paragraph A4.4.

A7.9. Return of a Missing Person. When a missing person returns, that person must submit a written request to the officer in charge of the command effects office for the return of funds and effects.

A7.10. Disposition of Classified Matter. Dispose of organizational property, diaries, and records containing classified information as directed by higher authority and applicable security directives.

Attachment 8**26 JAN 98****INTERIM CHANGE (IC) 98-1 TO AFI 34-244, DISPOSITION OF PERSONAL PROPERTY****Summary of Revisions**

This Interim Change 98-1 provides guidance for the Air Force Mortuary Affairs Program. Paragraph 8.4.1.1 is changed to instruct the Summary Court Officer to clean and make presentable, if possible, soiled, bloodstained, or torn clothing of members who die on active duty.

8.4.1.1. Items that are obnoxious or may be embarrassing to the recipient will be withdrawn and destroyed. Examples include, but are not limited to, items that are mutilated, burned, bloodstained, damaged beyond repair, obscene, or unsanitary. When possible, soiled, bloodstained, or torn clothing is made presentable using a government facility (see AFI 34-252, Laundry, Dry Cleaning, and Linen Exchange). Opened mail, papers, photographs, video tapes, books, magazines, and other such items will be screened for suitability. Exposed, but unprocessed, film will be processed at Government expense and screened for suitability.